

Reminders and Guidance for Continuing Education Activity Plan Instructor Form & Continuing Education Activity Plan Sponsor Form (April 2007)

PLEASE READ ALL OF THE FOLLOWING INFORMATION TO ASSIST YOU IN PREPARING TO HOST AN RID-SPONSORED EVENT/WORKSHOP.

Before the conference/workshop, I need the two forms at least 45 days prior to the beginning of the workshop to submit to the RID national office:

1. If the conference will have multiple presenters, I need an instructional form filled out for each instructor, but just one sponsor form with the name of the conference. Each instructor should also submit a short biography or resume.
2. I need to have a rough agenda so I can calculate the number of hours involved to then determine CEU's and whether to award "Professional Studies" (PS) or "General Studies" (GS). We will decide on the total and category so that it can be added to the flyer and statement.
3. Also, I need a copy of the flyer. (See the instructions for the flyer below.)

The **flyer** needs to contain the following information:

1. The flyer must have the **RID CMP** and/or **ACET Logo** and the Statement: **"MI DLEG-DODHH is an Approved RID CMP sponsor for Continuing Education Activities. This _____ studies program is offered for _____ CEU's at the _____ instructional level."** (Instructional level: little/none, some, intensive, or teaching)
2. If you will allow partial CEU's for attending only part of the event, that information must be on the flyer. (EX: all-day, 8 hours for .8 CEU's or half-day, 4 hours for .4 CEU's)
3. The flyer must have the **cancellation and refund policies** of the workshop on it. Accommodation request information needs to be on the flyer as well.
4. On the flyer please include if the activity is for CMP participants (those who are already nationally certified) or ACET participants (pre-nationally certified members).

After the conference/workshop, I need:

1. The Scantron forms (bubble sheets) filled out by participants during the conference, so I can submit the paperwork to RID. Please contact our office with a mailing address, if you need mailed Scantron forms. Participants should sign in at the completion of each activity.
2. I need at least one summary of all the evaluation forms for the conference, a sample copy of one evaluation form, and one blank certificate of attendance given to participants. Please see the example evaluation form and certificate of attendance given online.

Please call or e-mail me if you have more questions.

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